



UBUHLEBEZWE MUNICIPALITY  
CHIEF FINANCIAL OFFICE  
SUPPLY CHAIN MANAGEMENT UNIT  
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REF: 27995  
QUOTE NO: UBU-Q-07/01/2017  
Date: 26 January 2017

Dear Sir / Madam

**REQUEST FOR SUPPLY AND DELIVERY OF HARRY GWALA DISTRICT MARATHON TRACKSUITS AS PER SPECIFICATION**

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule. The quotation must be submitted on the letterhead of your business and must be submitted in a sealed envelope to the Tender BOX. The envelope must be clearly marked **"SUPPLY AND DELIVERY OF HARRY GWALA DISTRICT MARATHON TRACKSUITS"- UBU-Q-07/01/17"** not later than the 08 February 2017 at 12h00 to: 29 Margaret Street, Ixopo 3276.

The following conditions will apply:


- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- The quote must be submitted on a separate page containing the letterhead of your business.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 2, MBD 4, MBD 6.1, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your quotation.
- Valid Tax Clearance Certificate(MBD2)
- A proof of registration in the Municipal database not older than 1 year.
- Proof of registration in the Central supplier database
- **A valid certified copy of BBBEE Certificate or sworn affidavit**
- Proof of Company Registration Document
- Copy of ID if Sole Trader
- Letter/Statement confirming status of municipal accounts (i.e. rates, water) not older than 2 months.
- Attach the affidavit confirming that none of the Directors/Shareholders are employed in the Service of the state.

**NB: No quotations will be considered from persons in the service of the state.**

The council does not bind itself to accept the lowest or any quotation and reserves the right to accept the quotation as whole or in part, at the rates quoted

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

  
\_\_\_\_\_  
Mr. G M Sineke  
MUNICIPAL MANAGER

ITEM	QUANTITY	SPECIFICATION	PRINTING REQUIREMENTS
<b>Branded Tracksuits</b>	45	Navy and White colour with hood	<p><b>Harry Gwala Logo be embroidered at the front left hand side</b></p> <p><b>Harry Gwala Marathon 2017 be printed below the logo.</b></p> <p><b>Genius Athletics Logo be embroidered in the front right hand side</b></p>
No branded Tracksuits	55	Navy and White colour.	<p><b>Harry Gwala Logo be embroidered at the front left hand side</b></p> <p><b>Harry Gwala Marathon 2017 be printed below the logo.</b></p> <p><b>Genius Athletics Logo be embroidered in the front right hand side</b></p>

**NB: Marathon is to be held on the 05<sup>th</sup> March 2017 and sizes will be discussed at the briefing session will take place on the 03<sup>th</sup> February 2017 at Library boardroom @ 12h00.**

**ALL PRICES SHOULD INCLUDE VAT**

**Evaluation Criteria****Stage 1:                      Functionality**

In order to reach the final stage, the bidder must obtain at least 60% of the points for functionality. The company should demonstrate the relevant experience of the project. Bidders who do not score more than 60% will not be considered for the second stage and will be eliminated. The points scored in this stage are for qualification only and they will not be added to the final stage.

**EXPERIENCE OF THE BUSINESS IN SIMILAR PROJECTS (MAXIMUM 30 POINTS)**

(Please provide a table indicating the nature of previous work, value, date commenced and date completed)

1-2 years	10 points
3-4 years	20 points
5+ years	30 points

**COPY OF ORDERS/SIGNED APPOINTMENT/ SIGNED REFERENCE LETTERS (MAXIMUM 20 POINTS)**

1-3 letters	5 points
4-6 letters	10 points
Over 7 letters	20 points

**SIZE OF PREVIOUS WORK (MAXIMUM 30 POINTS)**

R1- R100 000	10 points
R100 001- R400 000	20 points
R400 001+	30 points

**SAMPLES OF PREVIOUS PRINTED SPORTWEAR (MAXIMUM 20 POINTS)**

1-4 samples	10 points
5+	20 points

**POINTS SYSTEM****STAGE 2:**

80 points for price  
20 points for BBBEE level

This is the final stage of evaluation and is purely based on 80 points for the price and 20 points for the BBBEE level status. In order to claim the 20 points, Bidders are required to complete MBD 6.1 and submit their BBBEE certificate. Bidders who do not submit their BBBEE certificate will not get the points for BBBEE level.